

CITY OF FORT LAUDERDALE OUTDOOR EVENT APPLICATION



\$100.00 Fee
must
accompany
application

Application must be filled out completely, or it will be returned for more detailed information.

The application will be reviewed by our administrative staff to determine the following criteria:

1. Facility requested
2. Quality and goal of event
3. Compliance with City ordinances
4. Special permits required
5. Charges your organization will incur when City assistance is requested
6. Security requirements

If this event application is approved, the applicant (and production company, if applicable) must furnish the City of Fort Lauderdale with an original certificate of liability insurance in the amount of at least one million dollars (\$1,000,000) or greater as deemed satisfactory to the City Risk Manager. *The insurance must name the City of Fort Lauderdale as an additional insured.* If alcohol is being served at the event, a certificate of liquor liability insurance in the amount of \$500,000 naming the City as additionally insured must also be provided.

PART I: EVENT REQUEST

Event name: "Celebrity Cruise Under the Stars"

Purpose of event: fundraiser

Requested location: Huizenga Park

Estimated daily attendance: 300

Requested dates and time of event (NOT including set up and tear down)

	DATE	DAY	BEGIN	END
EVENT DAY 1:	<u>2/2/07</u>	<u>Friday</u>	<u>8:00</u> AM/PM	<u>11:00</u> AM/PM
EVENT DAY 2:	_____	_____	_____	_____
EVENT DAY 3:	_____	_____	_____	_____

Set up for event will begin on: 2/2/07 at 10 am

Break down will be completed by: 2/3/07 at 2 am

Will your event require road closings? ☐ Yes ☒ No

If yes, describe requested streets and times in **detail**: _____

Will your road closings affect access to parking spaces or parking lots? _____ Yes _____ No

******PLEASE NOTE******

According to City policy, all road closings which result in loss of revenue from inaccessible parking spaces, will be billed to the event organizer and must be paid in full before the event will be allowed to take place. For additional details regarding this charge, please call Jackie Kaehler at 828-3794.

(Please attach a map of the above-described area with your application)

Has this event been held in the past? ☒ Yes ☒ No

If yes, please list past dates and location: _____

January 1999 / SUN Dream Yacht

PART II: APPLICANT

Organization name: Concerned African Women, INC.
(as it appears in articles of incorporation)

Address: 1505 NW 167 St #101

City, State, Zip Code: MIAMI GARDENS, FL 33169

Phone: 316213700 Fax: 316210690 Cell: 7865467302

Non Profit Organization? ☒ Yes ☐ No Tax ID #: 65-0126665

Corporation name: Concerned African Women, INC.

Date of incorporation: 6/1991 State incorporated in: FL

Federal ID #: 650126665

Two authorizing officials for the organization:

President: Carolyn Nesbitt Phone: 7865467302

Secretary: Larisha Darroxx Phone: 3057935890

Event Coordinator: AKua Scott

Title: Event Coord. Phone: 316213700 (cell) 317767745

E-mail address: YouNeedToKnow@ Fax: 316210690
GOI.COM

Additional contact Person: _____

Title: _____ Phone: _____ (cell) _____

E-mail address: _____

Event production company (if other than applicant): _____

Address: _____ City, State, Zip: _____

Contact person: _____ Title: _____

Phone: (day) _____ (night) _____ (cell) _____

E-mail address: _____

PART III: EVENT INFORMATION

Event description (must be completed in detail):

outdoor fundraiser concert
featuring "Chaka Khan"

(Attach a copy of your proposed event site plan. Plan should include stage(s), other types of entertainment, activities, food, beverage, vendor and sponsor booths, restrooms, ticket booths, dumpsters, fencing, etc.)

Are you planning to charge admission?
If yes, how much? \$ _____

☒ Yes ☐ No

Are you requesting to fence the event?

☒ Yes ☐ No

Are you planning on having any type of concession?

☐ Yes ☒ No

Are you planning on selling alcoholic beverages?

☐ Yes ☒ No

Are you planning to use music?

☒ Yes ☐ No

Amplified? (explain) _____

Please describe the music in detail: concert production

Are you planning to have any type of amusement rides?

☐ Yes ☒ No

If yes, name of company: _____

What type of rides are you planning? _____

(All rides must be approved by the state prior to opening and all permits must be secured)

Who will provide clean up services?: Concerned African Women, INC.
(Company name)

Name: Melanie Burke Phone: 786-371-4371

Events requiring electricity are the responsibility of the applicant and must have a master electrician on site. All permits must be pulled through the City before setting up.

Company: TBA

Name of electrician: _____ Phone: _____

License #: _____

All security requirements will be determined by the City of Fort Lauderdale Police Department. EMS is required by City Ordinance to be onsite during all outdoor events.

Are you requesting services from the City of Fort Lauderdale? ☒ Yes ☐ No

If yes, what services are you requesting? Baricade, Police
Solid Waste, Fire Rescue

The information I have provided on this application is true and complete to the best of my knowledge. If this application is approved, I understand that **I must furnish an original certificate of General Liability insurance naming the City of Fort Lauderdale as additionally insured.** Also, an original certificate of liquor liability insurance must be furnished if alcohol is being served. I understand that a Parks and Recreation sponsored activity has precedence over the above schedule and I will be notified if any conflicts arise.

[Signature]
Signature of applicant

Executive Director
Title

1/18/2007
Date

Please return completed application with \$100.00 application fee (made payable to: City of Fort Lauderdale) to:

Susan Fyfe Molnar
Outdoor Event Coordinator
1350 W. Broward Boulevard
Fort Lauderdale, FL 33312

E-mail address: smolnar@fortlauderdale.gov

Phone number: (954) 828-5362

FIRE DEPARTMENT QUESTIONNAIRE

1. Are you planning to have canopies (no sides) for this event? Yes ☐ No ☒
How many and what sizes? _____

Name of Company: _____

2. Are you planning to have tents (have sides) for this event? Yes ☒ No ☐
How many and what sizes? _____

Name of Company: TBA

**Tents do require a fire watch @ \$33.00 per hour, per inspector. Fire extinguishers, exit and emergency lights are required inside the tents. Smoking is not permitted inside "tents".

A building permit is required for all tents and canopies. Please contact Lt. Keith Gair at (954) 828-5242 for permits.

3. Are you planning to have fireworks? Yes ☐ No ☒
Name of company: _____ (Permit required)

4. Are you having food vendors? Yes ☐ No ☒
How many and what kind? _____

Fire inspectors are required to inspect all tents and food vendors. If inspection is required after working hours or weekends, the cost will be \$33.00 per hour, minimum of two hours.